

REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES**Voluntary Chapter 11 Case**

- ☐ **Filing fee of \$1,000.**
If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Rule 1006(b), Fed.R.Bankr.P.
- ☐ **Administrative fee of \$39.**
If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.
- ☐ **Voluntary Petition (Official Form 1).
Names and addresses of all creditors of the debtor.**
Must be filed **WITH** the petition. Names and addresses not required if debtor files a schedule of liabilities with the petition. Rule 1007(a), Fed.R.Bankr.P.
- ☐ **Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b),** if applicable. Must be filed with the petition or within 15 days. 11 U.S.C. §§ 342(h); 521(a)(B)(iii); 707(a)(3).
- ☐ **Notice to debtor by "bankruptcy petition preparer,"** if applicable.
Must be filed **WITH** the petition if prepared by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.
- ☐ **Statement of Social Security Number (Official Form 21).**
Required if the debtor is an individual. Must be submitted **WITH** the petition. Rule 1007(f), Fed.R.Bankr.P.
- ☐ **Certificate of Credit Counseling and Debt Repayment Plan. (Or § 109(h)(3) certification or § 109(h)(4) request) .**
Required if the debtor is an individual. Must be filed **WITH** the petition. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in 11 U.S.C. § 110.**
Must be filed **WITH** the petition if the "bankruptcy petition preparer" prepares the petition. 11 U.S.C. § 110(h).
- ☐ **Statement of current monthly income (Official Form 22B).** Required if the debtor is an individual. Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **List of Creditors holding the 20 largest unsecured claims (Official Form 4).**
Must be filed **WITH** the petition. Rule 1007(d), Fed.R.Bankr.P.
- ☐ **Names and addresses of equity security holders of the debtor.**
Must be filed the petition or within 15 days, unless the court orders otherwise. Rule 1007(a)(3), Fed.R.Bankr.P.
- ☐ **Schedules of assets and liabilities (Official Form 6).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Schedules of current income and expenditures.**
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement of financial affairs (Official Form 7).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.** Required if the debtor is an individual. Must be filed **WITH** the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- ☐ **Statement disclosing compensation paid or to be paid to the attorney for the debtor.**
Must be filed within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.

Notice: Under 28 U.S.C. § 1930(a) the debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The amount to be paid is:

\$ 250 if disbursements total less than \$15,000;	\$3750 if disbursements total between \$300,000 and \$1,000,000;
\$ 500 if disbursements total between \$15,000 and \$75,000;	\$5000 if disbursements total between \$1,000,000 and \$2,000,000;
\$ 750 if disbursements total between \$75,000 and \$150,000;	\$7500 if disbursements total between \$2,000,000 and \$3,000,000;
\$1250 if disbursements total between \$150,000 and \$225,000;	\$8000 if disbursements total between \$3,000,000 and \$5,000,000;
\$1500 if disbursements total between \$225,000 and \$300,000;	\$10,000 if disbursements total more than \$5,000,

In re _____
Debtor(s)Case Number: _____
(If known)**STATEMENT OF CURRENT MONTHLY INCOME**
FOR USE IN CHAPTER 11

In addition to Schedules I and J, this statement must be completed by every individual Chapter 11 debtor, whether or not filing jointly. Joint debtors may complete one statement only.

Part I. CALCULATION OF CURRENT MONTHLY INCOME

1	Marital/filing status. Check the box that applies and complete the balance of this part of this statement as directed. a. <input type="checkbox"/> Unmarried. Complete only Column A ("Debtor's Income") for Lines 2-10. b. <input type="checkbox"/> Married, not filing jointly. Complete only Column A ("Debtor's Income") for Lines 2-10. c. <input type="checkbox"/> Married, filing jointly. Complete both Column A ("Debtor's Income") and Column B ("Spouse's Income") for Lines 2-10. All figures must reflect average monthly income for the six calendar months prior to filing the bankruptcy case, ending on the last day of the month before the filing. If you received different amounts of income during these six months, you must total the amounts received during the six months, divide this total by six, and enter the result on the appropriate line.		Column A Debtor's Income	Column B Spouse's Income	
	2	Gross wages, salary, tips, bonuses, overtime, commissions.	\$	\$	
3	Net income from the operation of a business, profession, or farm. Subtract Line b from Line a and enter the difference on Line 3. Do not enter a number less than zero.				
	a.	Gross receipts			\$
	b.	Ordinary and necessary business expenses			\$
	c.	Business income			Subtract Line b from Line a
4	Net rental and other real property income. Subtract Line b from Line a and enter the difference on Line 4. Do not enter a number less than zero.				
	a.	Gross receipts			\$
	b.	Ordinary and necessary operating expenses			\$
	c.	Rental income			Subtract Line b from Line a
5	Interest, dividends, and royalties.		\$	\$	
6	Pension and retirement income.		\$	\$	
7	Regular contributions to the household expenses of the debtor or the debtor's dependents, including child or spousal support. Do not include contributions from the debtor's spouse if Column B is completed.		\$	\$	
8	Unemployment compensation. Enter the amount in Column A and, if applicable, Column B. However, if you contend that unemployment compensation received by you or your spouse was a benefit under the Social Security Act, do not list the amount of such compensation in Column A or B, but instead state the amount in the space below: Unemployment compensation claimed to be a benefit under the Social Security Act Debtor \$ _____ Spouse \$ _____		\$	\$	
9	Income from all other sources. If necessary, list additional sources on a separate page. Do not include any benefits received under the Social Security Act or payments received as a victim of a war crime, crime against humanity, or as a victim of international or domestic terrorism. Specify source and amount.				
	a.				\$
	b.				\$
	Total and enter on Line 9				
10	Subtotal of current monthly income. Add Lines 2 thru 9 in Column A, and, if Column B is completed, add Lines 2 through 9 in Column B. Enter the total(s).		\$	\$	
11	Total current monthly income. If Column B has been completed, add Line 10, Column A to Line 10, Column B, and enter the total. If Column B has not been completed, enter the				

	amount from Line 10, Column A.	\$
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Part II: VERIFICATION						
12	<p>I declare under penalty of perjury that the information provided in this statement is true and correct. <i>(If this a joint case, both debtors must sign.)</i></p> <table><tr><td>Date: _____</td><td>Signature: _____ (Debtor)</td></tr><tr><td>Date: _____</td><td>Signature: _____ (Joint Debtor, if any)</td></tr></table>		Date: _____	Signature: _____ (Debtor)	Date: _____	Signature: _____ (Joint Debtor, if any)
Date: _____	Signature: _____ (Debtor)					
Date: _____	Signature: _____ (Joint Debtor, if any)					

[Declaration as in Form 2]